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ORIGINAL DOCUMENT MISSING PAGE(S):

Pages 1 through 4 missing

SUBJECT: Annual Report for Fiscal Year 1967

V. Plans for FY 1968 and FY 1969

   A. More office space due to extra bodies and required work area
      is foremost in SRB's plans.

   B. An additional employee at the GS-11 level with a good back-
      ground in statistics, ADP and Personnel Activities will be
      essential by FY 1968.

VI. New OCS Recurring Reports

   215A & B - This job is comprised of 2 decks of cards sorted
      alphabetically by month and year of LCD of all civilian emp-
      loyees. This job is of no value to anyone except the Office
      of Security who will use it to re-investigate Agency employees.

   218 - For use by ███████████████████████████ this report is   25X1A9a
      an alpha listing of all "D" designated personnel on duty as
      of the end of June and December each year. It shows the name,
      serial number, grade, SCD, CSEOD, DOB, age and type employee
      code. It is used to develop retirement statistics by CSPS.

   219 - This report projects the number of employees eligible to
      retire under various CIA & CS retirement plans by year. One
      report is an alpha by office by plan; the other is an alpha
      by Agency by plan. Plans and Review Staff has asked for a
      revision to show the projected eligibles by year and month.

   220 - The 220 has not been listed as of this date but it will be
      a series of tabulations of separations by reason by grade by
      Office - Directorate - Agency. If it is run it will be very
      useful for the planning of an Office's separations.

   221 - This report is one of the most valuable tabulations for
      projecting the necessary initiations to fill the requirements
      for accessions. It tabulates the accessions, cancellations and
      the in process group by MANS code by number of days from the
      date of initiation. It is broken out by days in process,
      by MANS code, by Office, Directorate, and Agency.

   222 - The tickler system has not been run as of July 1968. It
      will be a listing of all personnel in a NTE status by NTE cat-
      egory. The report will be monthly with call-up dates of 30 to
      90 days depending upon the category. This will be a valuable
      management record and it will save a great deal of clerical
      labor when it is completed.

   223 - This is another report to be used by CSPS for retirement

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projections. It has not been run as of July 1968. It is an alpha listing of "D" designees age 50 or older by grade by schedule. It has columns which show the retirement system a person belongs to, date eligible to retire and qualifying overseas service.

224 - This report, which has not been run, will help keep a control on the forms 444j. There will be a delinquent list, a call-up list and an errors list by alpha by Division by Office.

226 - This job is used by PRS at the present time to make projections of reassignments in and out by Offcie and Service Designation. It is a listing depicting by grade, by date of action by Office (SD), when a person was reassigned into or out of a component (SD).

227 - This was described earlier, it shows the language capability, education level and sex by LCD by MANS code.

As you can tell, many of the new reports are not operational at this point in time and they are mostly for specific uses and are not relatable to general use. Programming delays have been a major holdup, some of the uncompleted reports have been in OCS for over six months.

25X1A9a

Acting Chief, Statistical Reporting Branch

ATTACHMENTS:

Tab A - SRB Personnel Activity
Tab B - Reports Distributed With Explanations
Tab C - Selected Agency Activity Statistics